

## **Directions for getting access to the Electronic Transportation Acquisition - Global Freight Management website to process Transportation Discrepancy Reports**

**Background:** Transportations Discrepancy Reports are required to be accomplished by a variety of regulations including Defense Transportation Regulation (DTR) Part II, AFJAM 23-215, AR 735.11-2, DLAI 140.555, and SECNAVINST 4355.18A. Transportation Discrepancy Reports (TDR) are not entered into PDREP at this time. Navy TDRs are entered electronically through the Electronic Transportation Acquisition's (ETA) Global Freight Management (GFM) website. The ETA-GFM TDR is a report system for the Surface Deployment and Distribution Command that identifies transportation discrepancies reported by shippers and receivers of US Government cargo worldwide. It automates the generation of the Standard Form (SF) 361 and submits TDRs to claims online via the Internet. It also provides Management reporting capabilities. User name and password are required to use the ETA's website.

To establish an ETA account, follow the instructions below:

1. Open your internet browser and go to <https://eta.sddc.army.mil>. This is the home page for the Electronic Transportation Acquisition (ETA).
2. On the ETA's home page, click on the link "Register for first time."
3. As you follow the ETA website directions for requesting an account, ensure you check the box next to "**GFM Global Freight Management.**" Checking GFM will provide access to the TDR functionality.
4. Continue following the ETA website directions to complete an account request.
5. Once a login and password have been received from the ETA, proceed to the TDR page by going to <https://eta.sddc.army.mil/portal/etaPortal.asp?app=CFM&bhcp=1> and logging in.
6. After logging in, click on the "TDR" link. Access to the ETA's TDR application should now be available.
7. The following information is provided in the event that you may have questions concerning the access or use of any of the ETA's applications:

Help Desk (800) 336-4906  
DSN 328-3333

Help Desk FAX (703) 428-3324  
Commercial (703) 428-3333

8. The NAVY TDR policy office:  
NAVAL Transportation Support Center  
ATTN: Cod02A  
1837 Morris Street  
Norfolk, VA 23511-3492  
Commercial: 757-443-5401; DSN: 646-5401  
FAX Commercial: 757-443-5411; DSN 646-5411